

**Menominee-Delta-Schoolcraft
HUMAN RESOURCES AUTHORITY**

**GOVERNING BOARD MEETING
Thursday, November 9, 2017
511 First Avenue North, Escanaba
12:45 p.m.**

MINUTES

Chair Wigand called the meeting to order at 12:30 p.m. and a quorum was noted with the following present:

MEMBERS PRESENT

Dan LaFoille, Schoolcraft
Omer Doran, Schoolcraft
Bernie Lang, Menominee
Susan Kleikamp, Menominee
Theresa Nelson, Delta
Jennifer MacDonald, Menominee
Tom Lippens, Delta
Lee Robbert, Schoolcraft
John Stapleton, Schoolcraft
Craig Reiter, Schoolcraft
Myra Croasdell, Delta
Karen Wigand, Delta
Dave Anthony, Menominee
Clyde Thoune, Menominee

OTHERS PRESENT

Julie Moberg, Executive Director
Cathy Pearson, Executive Assistant
Myra Smeester, ECP Director
Shanna Hammond, HR Manager
Rick Rudden, Communications Specialist
Sally Kidd, Senior Services Director
Kris Thibeault, Finance Director
Connie Maule, SCP Director

MEMBERS ABSENT

Geri Nelson, excused
Ken Penokie, excused
Peter Thoune, excused
Shanna Jasmin

APPROVAL OF JENNIFER MACDONALD TO FILL THE MENOMINEEE COUNTY CONSUMER SECTOR BOARD VACANCY

The Chair reported that the Nominating Committee reviewed Jennifer MacDonald's application and recommends her appointment to represent the Menominee ISD/Early Childhood Program. **CRAIG REITER MOVED TO APPROVE JENNIFER MACDONALD TO FILL THE MENOMINEE COUNTY CONSUMER SECTOR VACANCY, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

APPROVAL OF 10/12/2017 GOVERNING BOARD MINUTES

Members received a copy of the 10/12/17 Governing Board minutes for their review and **THEY**

WERE APPROVED WITH A MOTION FROM TOM LIPPENS, SECONDED BY CRAIG REITER; MOTION CARRIED.

FINANCE COMMITTEE REPORT

Karen Wigand called on Treasurer Susan Kleikamp who reported that the Finance Committee reviewed the HRA Sept. Accounts Payable Schedules. **CLYDE THOUNE RECOMMENDED APPROVAL OF THE HRA SEPT. ACCOUNTS PAYABLE SCHEDULES, SUPPORTED BY THERESA NELSON; MOTION CARRIED.** The committee also reviewed the 403b Audit for 2016 and recommends it be accepted which was done **WITH A MOTION FROM CRAIG REITER, SECONDED BY JOHN STAPLETON; MOTION CARRIED.** The Treasurer also reported that the committee discussed insurance plans and rates beginning January 1st. **THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

SAFETY COMMITTEE REPORT

The Chair called on Tom Lippens who reported that the Safety Committee met on 11/7/17 and reviewed three accidents. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

APPROVAL OF PROPOSED 2018 BOARD MEETING SCHEDULE

Members received a proposed board meeting schedule for 2018 for their review and **IT WAS APPROVED UPON A MOTION FROM CLYDE THOUNE, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

APPROVAL OF AGENCY RISK ASSESSMENT PLAN

Members were mailed a copy of the agency's proposed Risk Assessment Plan. Karen Wigand called on Julie Moberg who informed the members that as part of the Organizational Standards we are required to do an agency risk assessment every two years. **DAN LAFOILLE MOVED TO APPROVE THE AGENCY'S RISK ASSESSMENT PLAN, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

APPROVAL OF PROPOSED PERSONNEL POLICY REVISION

Members were mailed a synopsis of the proposed changes and told that the Personnel Committee of the Board has reviewed and recommends the Personnel Policy revision. **CRAIG REITER MOVED**

TO APPROVE THE PERSONNEL POLICY REVISION TO BE EFFECTIVE 12/1/2017, SECONDED BY CLYDE THOUNE; MOTION CARRIED.

ACCEPTANCE OF PROGRAM REPORTS

Members were mailed copies of the following reports for their review:

- Weatherization Report for July 1, 2016 – June 30, 2017
- Housing Rehabilitation Report dated 10/26/17
- FGP August-September monthly report
- SCP September-October monthly report
- Senior Services Report 2016-2017

THE PROGRAM REPORTS WERE ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY TOM LIPPENS; MOTION CARRIED.

APPROVAL OF ADVISORY COMMITTEE MINUTES

Members were mailed copies of the following program advisory committee minutes for their review:

- 8/4/17 (Schoolcraft) & 9/7/17 (Delta) FGP Advisory Committee minutes
- 9/28/17 (Delta) SCP Advisory Committee minutes
- 10/2/17 (Rapid River), 10/4/17 (Gladstone), 10/9/17 (Mid-County) & 10/26/17 (Escanaba) Senior Center Advisory Committee minutes

THE ADVISORY COMMITTEE MINUTES WERE APPROVED WITH A MOTION FROM CLYDE THOUNE, SUPPORTED BY MYRA CROADELL; MOTION CARRIED.

ACCEPTANCE OF ORGANIZATIONAL MONITORING REPORT DATED 9/28/17

The Chair called on Julie Moberg who reminded the board that the Organizational Standards are a relatively new set of standards for the national Community Action Agency network. She noted we met all of the standards. Karen Wigand extended her appreciation to Julie and her staff for the excellent work done to meet these standards. **SUSAN KLEIKAMP MOVED TO ACCEPT THE ORGANIZATIONAL MONITORING REPORT DATED 9/28/17, SECONDED BY MYRA CROADELL; MOTION CARRIED.**

APPROVAL OF HMIS PRIVACY POLICY

Karen Wigand called on the Executive Director who noted that as a requirement of our Homeless Emergency Shelter grant we must have a privacy policy for the data we are inputting. **DAN LAFOILLE MOVED TO APPROVE THE HMIS PRIVACY POLICY, SECONDED BY MYRA CROADELL; MOTION CARRIED.**

APPROVAL OF PRIVACY NOTICE TO CONSUMERS

Members were also mailed a copy of a Privacy Notice to Consumers that is part of the same grant requirement that we let customers know how their information will be protected. **DAN LAFOILLE MOTIONED TO APPROVE THE PRIVACY NOTICE TO CONSUMERS, SUPPORTED BY CRAIG REITER; MOTION CARRIED.**

APPROVAL OF MILLAGE & BALLOT LANGUAGE FOR DELTA COUNTY & MENOMINEE COUNTY

Sally Kidd, Senior Services Director, gave a Power Point presentation on how millage funds are currently being used. After some discussion, **CRAIG REITER MOVED TO TABLE THE MILLAGE AND BALLOT LANGUAGE FOR DELTA AND MENOMINEE COUNTIES UNTIL THE JANUARY GOVERNING BOARD MEETING, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

APPROVAL OF EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on the Executive Director who reported that we continue to watch the federal budget picture.

Julie Moberg announced that Allison Derouin, who was recently hired as the RSVP Manager, has resigned in order to finish her education.

Our Homeless Services Program has been swamped in October as we received a new grant that covers hotel stays.

Julie highlighted the year-end figures for the Weatherization, Foster Grandparent and Senior Companion Programs. **CRAIG REITER MOVED TO APPROVE THE EXECUTIVE DIRECTOR'S REPORT, SUPPORTED BY DAN LAFOILLE; MOTION CARRIED.**

PUBLIC COMMENT

There were no public comments.

OTHER BUSINESS

There was no other business.

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ADJOURNMENT

The meeting adjourned at 12:58 p.m. **WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

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| NEXT MEETING JANUARY 11, 2018 AT 12:45 P.M. |
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